

06/24/03

**PC&IM POLICY ALERT**  
**No. 03-27**  
**DD Form 350 Reports Reject When**  
**Blocks A3A and A3B are Left Blank**

**REFERENCE:** DFARS 253.204-70 DD Form 350, Individual Contracting Action Report.

**TYPE OF ACTION:** Policy

**EFFECTIVE DATE:** Immediately

**SUMMARY:** On 7 May 2003, SAALT rejected 16 DD 350 reports. Thirteen of the 16 reports were the result of a common error -- Block A3A (Reporting Agency FIPS 95 Code) and Block A3B (Contracting Office Code) were left blank. Comprizon edits specs do not reject the DD 350 when the data is absent from these 2 blocks. However, SAALT edit specs will reject the report.

PC&IM Policy Alert No. 02-40/Rev. 002, DD Form 350 Reporting for FY03 Awards, includes the FY 03 DD 350 report preparation tips, which include the appropriate response for these 2 blocks.

**Block A3A - Reporting Agency FIPS 95 Code**

Select number "6. OTHER DEFENSE AGENCIES". The actual code populated on the DD 350 is "9700."

**Block A3B - Contracting Office Code**

Enter "ZD06" into the block.

**ACTION REQUIRED:** Contracting officers shall ensure that blocks A3A and A3B are completed prior to marking a DD 350 for export. The Comprizon system administrator will reject the DD 350 prior to export if his manual review reveals the blocks have been left blank.

You may direct comments/questions on this Policy Alert to Kristine Hostetler at 303 676 3585 or Nancy Olander at 303 676 3985.